



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



THOMAS D. WATKINS, JR.  
SUPERINTENDENT OF PUBLIC  
INSTRUCTION

TO: Single Record Student Database (SRSD) Resolvers

FROM: Edward Roeber, Executive Director  
Office of Educational Assessment and Accountability (OEAA)

Margaret Merlyn Ropp, Director  
Center for Educational Performance and Education (CEPI)

DATE: December 10, 2004

SUBJECT: Student Unique Identification Code (UIC) Resolution

**As of 12/07/04, Happy Valley had a total of 10 SRSD records remaining to resolve out of an initial resolution total of 100.**

The purpose of Student UIC Resolution (Phase 1) is to resolve student records that may or may not be duplicates based upon Last Name, First Name, Date of Birth and Gender. Phase 1 ends January 6, 2005. The resolution of UICs is especially important as, beginning this fall, both the Michigan Educational Assessment Program and MI-Access will be using the UICs from the SRSD. The timeliness and accuracy of your district's SRSD information is therefore critical to the testing and reporting process. To ensure a successful Student UIC Resolution by the deadline of January 6, 2005, and proper UIC assignment for MEAP, the following people in your district will need to coordinate their efforts:

**The SRSD Resolvers for Happy Valley include Charles Schulz, Dolley Madison, Thomas Jefferson, William Cody and Phineas Barnum.**

**The MEAP Coordinator for Happy Valley is Archibald Leach.**

**The MI-Access Coordinator Happy Valley is Dorothea Lange.**

If there are new students pre-identified for either the MEAP or MI-Access assessments, those students will also require resolution. If there is such a resolution file for your district, it will appear after January 9, 2005. You will be notified by e-mail if such a file is created for your district. Further instructions will be contained in the e-mail message.

If you submitted a blank UIC in your fall SRSD submission and this resulted in a record requiring resolution, failure to resolve this record will result in a new UIC being assigned to this student. To prevent multiple UICs existing for the same student, it is critical that you resolve such records prior to the end of Phase 1 resolution (January 6, 2005).

For assistance, please contact: 517-335-0505 or e-mail [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov).

STATE BOARD OF EDUCATION

KATHLEEN N. STRAUS – PRESIDENT • SHARON L. GIRE – VICE PRESIDENT  
CAROLYN L. CURTIN – SECRETARY • HERBERT S. MOYER – TREASURER  
MARIANNE YARED MCGUIRE – NASBE DELEGATE • JOHN C. AUSTIN • ELIZABETH W. BAUER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324